



Simon Fraser University Administrative & Professional Staff Association

JOB DESCRIPTION

Date: August 1, 2018
Position Title: Executive Director
Report to: APSA Board of Directors
Grade: APSA Grade 13

POSITION SUMMARY

The Executive Director of the Administrative & Professional Staff Association (APSA) is responsible to the APSA Board as the Association's chief administrative officer. Under the general direction of the President of the Association, the Executive Director manages the day-to-day operation and administration of the Association's work representing the administrative and professional staff of Simon Fraser University (SFU). With an expert knowledge of APSA's "Basic Agreement" and the "Terms and Conditions of Employment" with the University, as well as the Association's "Constitution & Bylaws", the Executive Director serves a key leadership role both internally and with external stakeholders.

Duties include but are not limited to providing advice to members and the Board relating to the above documents, fostering respectful and constructive relations with the University's administration, engaging in amicable dispute resolutions, negotiating APSA grievances and collective agreements, managing APSA staff, researching, analyzing and advising on policy issues as requested by the Board, providing budget preparation and management assistance to the APSA Treasurer and assessing APSA member inquiries, complaints and potential grievances to ensure a timely and appropriate response.

It is the Board's role to set policy and infuse an appropriate culture of conduct and business for the Association. It is essential to the success of the Association that the Executive Director supports and promotes the Board's objectives. The Board frequently relies on the Executive Director to supply accurate and pertinent information that will enable the Board to make informed decisions. The Executive Director is a non-voting member of the Board, standing and ad hoc committees and negotiating teams.

DUTIES AND RESPONSIBILITIES

1. Plays a key role in Advocacy by:

- serving as the primary contact and clearinghouse for all inquiries from APSA members regarding university regulations, AD 10 Policies and the APSA Basic Agreement
- advising and assisting members in problem-solving regarding complaints and grievances
- taking a lead role in complex advocacy cases, handling grievance negotiations in consultation with the Advocacy Committee, Board and President
- liaising with the Advocacy Chair on grievances, arbitrations, meetings and assignment of coaching/mentoring/member support cases
- monitoring the posting and filling of APSA positions and advising the President of any anomalies requiring action
- staying up-to-date on Canadian case law related to employee relations

2. Plays a key role in negotiations and strategic planning by:

- advancing the position and interests of APSA and serving as chief negotiator of APSA grievances and renewal of terms and conditions of employment

- researching and providing detailed information on issues and internal advocacy trends, as required to enable the Board to make informed decisions
- working with the Board to develop negotiation strategies, particularly when APSA is preparing for negotiations with the University on salaries and changes to the AD 10 Policies
- maintaining a thorough knowledge of the AD 10 Policies, the Basic Agreement and other relevant University policies and procedures
- seeking advice from APSA's legal counsel when appropriate and in consultation with the Advocacy Chair, President or Board
- maintaining a documented history of relevant legislation, university policies, legal precedents, grievances APSA policy issues and negotiations, for ongoing reference by existing and future Board members, Association members, committees, staff and/or consultants
- developing a communication strategy to ensure adequate input and feedback and regular member updates throughout the negotiation process
- participating on the Salary and Benefits Negotiating Committee, University Affairs Committee, Joint University Affairs Committee and other committees as necessary

3. Plays a key role in developing policy by:

- reviewing and revising existing APSA policies and, where directed by the Board, researching, analyzing and drafting new APSA policies for consideration by the Board
- monitoring University policy initiatives that may impact APSA members and arranging for strategic analysis and/or recommendations to the Board on responses and/or actions
- advising on the Constitution and Bylaws and policies of APSA and working to ensure that the Board meets all legal and contractual obligations
- working closely with the Nominating Committee to oversee elections to the APSA Board

4. Manages the APSA office by:

- ensuring the Board is aware of any precedents enabling APSA to meet all legal and contractual obligations
- sustaining a positive work culture that reflects the value and culture of APSA:
 - supervising and evaluating permanent and temporary office staff
 - developing performance management plans for staff and conducting annual performance reviews
 - promoting professional development for employees and volunteers
 - orienting and training all APSA staff
 - maintaining job descriptions for all APSA staff
 - making recommendations to the Board on staff recruitment, development, salary adjustments and terminations
 - tracking sick time and approving vacation time for all office staff
- supervising APSA volunteers
- preparing the annual budget, balance sheet and all accounting documents for the Board, auditor and for presentation at the APSA Annual General Meeting
- overseeing expenditures, including documenting accounts, banking and accounts payable
- preparing reports for presentation to the Board and Committees
- implementing the decisions of the Board and membership General Meetings
- ensuring APSA is in compliance with the BC Societies Act
- overseeing the maintenance of filing systems, archives, day-to-day record keeping
- ensuring continuity and coordination between all APSA committees by participating on committees and facilitating information flow as required
- assisting with the recruitment of new committee representatives and Board members and coordinating nominations to standing and ad hoc committees

5. Plays a key role in communications by:

- providing information and clarity to the Board on matters relating to the AD 10 Policies, Basic Agreement and the Constitution and Bylaws

- communicating Board policy and decisions to the University's administration, Human Resources, Faculty Association, Unions on campus and APSA members as required
- providing a verbal report on his or her professional activities to every Business meeting of the Board and providing a written annual report to the membership
- meeting with APSA members on request and responding to members' concerns
- staying apprised of issues and concerns of the general membership
- preparing, in collaboration with the President, agendas for all Board, general information and joint APSA/university meetings
- bringing incoming correspondence to the attention of the President and Board and researching and providing background information where needed
- composing APSA correspondence and drafting responses on behalf of the Board where appropriate
- reviewing university policies and revisions, questionnaires and documents and preparing briefs for presentation to the Board where appropriate
- overseeing the timely communication of APSA's business to its members and other stakeholders in order to bring important matters to the attention of the membership
- overseeing maintenance of the complete membership database including monitoring member turnover and dues payments and noting leaves of absences, terminations and resignations
- overseeing the development of membership questionnaires and analyses/reports as necessary
- initiating and developing new services for members and overseeing their implementation
- overseeing the management of APSA email groups and the APSA Central website

6. Plays a key role in external relations by:

- promoting the identity of APSA among members and external stakeholders by raising the profile of APSA, advancing the mission of APSA and ensuring the overall success and operation of its programs
- promoting APSA strategic plans and fostering positive working relationships with employees, volunteers, membership, the Board and its committees, the University's Executive and Human Resources staff, consultants, APSA legal counsel, the public, government departments, external agencies, the media and others
- understanding the Board's goal to cultivate a mutually respectful relationship with the University to maximize proper member representation and secure the best possible outcome in every communication
- staying abreast of important Human Resources issues and events, awards and decisions from the courts and government policy changes that may impact APSA
- providing regular, detailed reviews and analysis of the collective agreements that the University negotiates with other SFU employee groups, in order to compare and contrast difference in conditions, salaries and/or benefits, in preparation for ongoing negotiations
- connecting with other university professional staff associations in BC and Canada
- representing APSA as a member of the University Employee Council, along with the President and Vice President
- liaising with the staff representative of the Board of Governors and communicating information to the Board as appropriate
- understanding the post-secondary environment

7. Plays a key role in financial management by:

- assessing short and long-term financial needs and preparing business cases on new and strategic initiatives for presentation to the Board and membership
- arranging for budget preparation, monthly monitoring and management assistance to the APSA Treasurer for the presentation of monthly finances to the Board
- maintaining transparent, auditable financial records management, coordinating preparation of accounting documents for audit and presentation by the Treasurer at the APSA Annual General Meeting
- making recommendations to the Board on major equipment purchases and workspace requirements

IMPACT OF DECISION MAKING

The Executive Director is responsible for:

- identifying opportunities to build strategic relationships, develop new alliances and formal networks
- reviewing and recommending updates to the office's technology, including the knowledge base
- determining redesign of business practices and processes
- determining and developing financial management strategies to ensure optimal allocation of budget
- decisions related to the annual engagement audit
- making decisions to ensure adherence to budget policies, procedures and practices
- decisions related to the BC Societies Act
- evaluating and planning for managing risk

EXERCISING JUDGEMENT

The Executive Director plays a pivotal role on behalf of the organization and represents APSA to its members, the University, APSA legal counsel and consultants and other stakeholders internal and external to the University. Any misinformation, misrepresentation or inappropriate action by the incumbent would have a serious impact on the reputation, credibility and financial solvency of APSA. Good relationships with the Board, APSA members and the University are essential to the mission of APSA.

The Executive Director must gain a solid understanding of the goals, objectives and philosophy of the Board. This will allow the incumbent to communicate with the Board with the critical information and advice they need to make informed decisions. An accurate knowledge of past practices, policies and experience of APSA is essential.

A consequence of error on the part of the Executive Director in this area could impact Board decisions in a negative way and cause significant damage.

RELATIONSHIPS

Establishes and maintains relationships both within APSA and external to APSA. Maintains effective communication, shares ideas, issues and opportunities. Attends and maintains relationships with relevant formal and informal professional groups and organizations.

Supervisory

Supervises staff by providing guidance and mentorship; ensuring the appropriateness of job responsibilities; initiating recruitment for temporary and continuing staff; hiring staff; providing or directing training and performance evaluation; approving training and development; responding to grievances and approving leaves of absence.

QUALIFICATIONS

Bachelor's degree and five years of related experience in a senior management role, preferably within post-secondary education, or an equivalent combination of education, training and experience.

Excellent knowledge of labour relations, negotiations, legal processes, policy development, finance, human resources and administration operations.

Excellent leadership skills and experience working with an executive board and volunteers.

Demonstrated ability to build partnerships and advance strategic initiatives.

Excellent organizational, analytical reasoning and time-management skills.

Excellent problem-solving and conflict resolution skills.

Excellent interpersonal, intercultural and communication (oral, written and presentation) skills.

Ability to develop relationships and partnerships and to work collaboratively.

Ability to interpret and apply policies.

Proficient in coaching, leading, mentorship and team building.

Proficient in the use of standard office applications and enterprise-level information systems.

Ability to maintain strict confidentiality, exercise initiative, diplomacy, tact and judgement.

Ability to arrange suitable transportation to various campuses.